Annex No. 3		Second Cycle Studies Course Programme		
1.	Course Title	**Information Technologies**		
2.	Code	EBU 5911		
3.	Study programme	E-business Management		
4.	Organizer of the study programme (university unit i.e. institute, chair, department)	Ss. Cyril and Methodius University in Skopje Faculty of Economics - Skopje Chair of		
5.	Level (first, second, third cycle)	Second cycle		
6.	Academic year / semester	First year / second semester	7. Number of ECTS credits	9
8.	Professor	Prof. Saso Josimovski, PhD		
9.	Preconditions for enrolment	None		
10.	**Course Objectives (Competencies):** After taking this course, students should be able to: • familiar with the fundamental concepts of informatics; • familiar with the most important information technologies used in business; • familiar with the basics of networking and communications technologies and how they add value to business operations; • familiar with the hardware and software systems used in business operations; • acquainted with the new trends in the development of information and communication technologies and their impact on enterprises and societies; • capable of using computers as a means of increasing productivity and performance (Windows operating system and Microsoft Office software packages as well as the Internet Explorer browser)			
11.	Course content: The course introduces students to the most important information technologies that they will encounter and use in performing their regular work responsibilities. Among others, content such as hardware and software systems used in business, the impact of information technology on the way companies operate, the impact of information technology on societies, computer networks, Internet, information systems, methodologies for the introduction of information and communication technologies in business operations, security and safety aspects of the use of information technologies, electronic data exchange and work with microcomputers (Microsoft Office), which today fundamentally change the way organizations conduct business activities. The exercises will be performed in a computer lab.			
12.	Learning methods: Lectures with presentations, interactive lectures, team work, guest lecturers, case studies, preparation and presentation project tasks			
13.	Total hours	9 ECTS x 30 classes = 270 classes		
14.	Allocation of hours per activity	40+100+70+60= 270 classes		
15.	Types of teaching activates	15.1. Lectures	24 classes	
		15.2. Exercises (Seminars)	16 classes	
16.	Other types of activities	16.1. Project tasks	100 classes	
		16.2. Individual tasks	70 classes	
		16.3 Home learning	60 classes	
17.		Grading method: 60+30+10=100 points		
	17.1.	Tests (Domain, Essay, Multiple choice exam, Case)	30%	
	17.2.	Individual work/project (presentation: written and oral)	60%	

	17.4.	Attendance and class participations		10%	
18.	Grading scale		less than 50 points	5 (five) (F)	
			from 51 to 60 points	6 (six) (E)	
			from 61 to 70 points	7 (seven) (D)	
			from 71 to 80 points	8 (eight) (C)	
			from 81 to 90 points	9 (nine) (B)	
			from 91 to 100 points	10 (ten) (A)	
19.	Preconditions for taking the final exam		Realized activities from points 15 and 16		
20.	Language		Macedonian language, English language		
21.	Evaluation method		Internal evaluation and survey		

	Literature					
22.	22.1.	Compulsory literature				
		No.	Author	Title	Publisher	Year
		1.	Efraim Turban Linda Volonino Gregory R. Wood	Information Technology for Management	10th edition, John Wiley&Sons	2015
		2.	Carol V. Brown; Daniel W. DeHayes; Jeffrey A. Hoffer; E. Wainright Martin; William C. Perkins	Managing Information Technology	Prentice Hall	2012
	22.2.	Additional literature				
		No.	Author	Title	Publisher	Year
		1.				
		2.				